



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010140

OPEN: 3/28/01

CLOSE: 4/13/01

APPLICANTS WHO APPLIED UNDER VACANCY ANNOUNCEMENT 01-01 NEED NOT REAPPLY. THEY WILL AUTOMATICALLY BE CONSIDERED UNDER THIS ANNOUNCEMENT.

POSITION VACANT: Support Services Specialist (Records Mgmt Specialist), GS-342-9/11. Annual salary ranges from \$36,656 to \$57,656.

PROMOTION POTENTIAL: Support Services Specialist (Records Mgmt Specialist), GS-342-11

LOCATION: Office of Information and Resource Management, Division of Administrative Services, Facilities and Operations Branch, National Science Foundation, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

AREA OF CONSIDERATION: Government Wide. Applicants with competitive civil service status or eligibility for reinstatement in the Federal service will be considered, as well as candidates eligible for appointment under special noncompetitive appointing authorities.

DUTIES AND RESPONSIBILITIES: At the full performance level, the incumbent of this position:

- Analyzes agency records management needs and applicable legislation and regulations. Recommends record management policies to senior management. Develops and implements records procedures, systems, and schedules to meet overall NSF goals and objectives and federal records requirements.
- Serves as the agency expert and principal advisor on record management. Provides advice and guidance to NSF management and staff on all aspects of records management, including legal requirements, agency policies, and efficient and effective procedures for the maintenance, protection, and disposition of records.
- Represents and serves as NSF liaison with the National Archives and Records Administration (NARA), the Federal Records Centers (FRC), the Office of Management and Budget (OMB) and the General Accounting Office (GAO) on all records management issues.
- Establishes a program to provide for the conversion of paper records to digital formats for electronic maintenance and dissemination. Oversees feasibility studies on new and emerging technologies to evaluate and identify best applications for digitizing, scanning and conversion to electronic format. Assures implementation of approved technical specifications in all media.
- Develops training materials, including a Records Disposition Manual and providing guidance, training, and technical assistance to Records Officers in all matters pertaining to records management, including the establishment of files systems, records disposition programs, vital records programs, records storage areas, and ensuring the adequacy of documentation of agency records operations.
- Works with the Division of Information Systems (DIS) and research organizations on long-range planning for the development and implementation of records management systems in conjunction with the implementation of electronic proposal jackets.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must have one year of specialized experience equivalent to the next lower grade in the normal line of career progression. **Specialized experience:** Is demonstrated knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled; ability to plan, organize, and control work involving diverse activities; ability to gain cooperation and coordinate the work of others; and skill in oral and written

communications. For example: (a) experience management, space management, mail service, facilities and equipment maintenance, communications, etc; (b) management analyst or technician or other work that included study, analysis, or evaluation leading to the development or improvement of managerial or administrative policies, practices, and procedures; (c) administrative officer or assistant, budget administration, program analysis, or other work that demonstrated knowledge of an organization and its functions; (d) office management experience that included responsibility for directing a variety of support services such as typing, mail processing, purchases of supplies and equipment, etc.; and (e) secretarial work that required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal procedures, controls, production, progress reporting, etc., to insure the efficient operation of an organization.

Time-in-Grade Requirement: Completion of one year of service in a position at the next lower grade level in the normal line of promotion progression for this occupation. Education may be substituted for experience requirement in accordance with Qualification Standards Handbook for General Schedule Positions, a copy of which is available for review in a Federal personnel office.

QUALITY RANKING FACTORS:

- Knowledge of Federal records management (including maintenance, protection, disposition and retention) policies systems and procedures in multi medium formats, e.g., hard copy, digital, disk, and tape.
- Ability to conduct studies, analyze findings and make recommendations for improvement of systems and procedures.
- Ability to apply innovative approaches and techniques to a variety of technical and systematic problems.
- Ability to communicate in writing and verbally with managerial, supervisory and technical personnel.
- Ability to use standard PC applications (e.g., word processing, spreadsheets, and databases) to create documents, reports, presentations, and content for web pages.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010140. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person, on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER